COMMUNITY KIDS PRE-SCHOOL & AFTER SCHOOL CLUB
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Code of Conduct and Behaviour Policy

(For Children Aged 2–11 Years)

At Community Kids Pre-School and After School Club, we are committed to providing a safe, caring, inclusive, and respectful environment for all children, staff, and families. We encourage positive behaviour and aim to support children in developing kindness, respect, confidence, and responsibility.

This policy outlines the expectations for behaviour and the procedures followed when concerns arise.

Our Expectations

We expect all children attending the setting to:

- Be kind and respectful to other children and adults.
- Use appropriate language at all times.
- Follow instructions from staff.
- Respect property, equipment, and the environment.
- Play safely and cooperatively.
- Help create a positive and inclusive atmosphere.

We also expect parents/carers to support the setting in promoting positive behaviour and respectful communication.

Positive Behaviour Support

Staff will:

- Encourage positive behaviour through praise and encouragement.
- Support children in understanding feelings and emotions.
- Use age-appropriate strategies to help children resolve conflicts.
- Work in partnership with parents/carers when behaviour concerns arise.

Minor Behaviour Incidents

Minor incidents may include:

- Not listening to instructions.
- Disruptive behaviour.
- Minor disagreements between children.

- Unkind behaviour that can be resolved quickly.

In these situations:

1. Staff will speak with the child to help them understand expectations.
2. Parents/carers will be informed and discussions may take place at collection time.
3. Staff and parents will work together to support improvement.

Inappropriate Behaviour

Inappropriate behaviour includes, but is not limited to:

- Repeated disruptive behaviour.
- Inappropriate or offensive language towards children or staff.
- Bullying, intimidation, or threatening behaviour.
- Persistent refusal to follow club rules.

Procedure

- **First Instance:**
  Parents/carers will be made aware of the behaviour concern.
- **Repeated Incidents:**
  If the behaviour continues after several incidents, a formal Behaviour Support Plan will be implemented in partnership with parents/carers.
- **Ongoing Concerns:**
  If behaviour does not improve, the setting may need to reduce the child's hours/sessions in order to maintain the safety and wellbeing of others.

Safeguarding and Child Welfare Incidents

Any behaviour that places the child, other children, staff, or families at risk will be treated as a serious safeguarding and welfare concern.

Examples may include:

- Physical aggression.
- Serious threatening behaviour.
- Dangerous actions that risk injury.
- Severe verbal abuse.
- Behaviour causing significant distress or harm to others.

Procedure for Serious Incidents

- Parents/carers will be contacted immediately and asked to collect the child as a matter of urgency.
- The incident will be recorded and investigated by management.

- A meeting may be arranged with parents/carers to discuss next steps and support strategies.

This type of behaviour will not be tolerated and may result in:

- A reduction in hours/sessions.
- Temporary suspension from the setting.
- Permanent removal from the pre-school or after school club in severe cases.

Inclusion and Support

We understand that children may sometimes display challenging behaviour due to developmental, emotional, or additional support needs. We are committed to working collaboratively with families and, where appropriate, outside professionals to support the child positively and fairly.

Confidentiality

All behaviour incidents will be handled sensitively and confidentially. Information will only be shared with relevant staff and the child's parent/carer where necessary.

Review of Policy

This policy will be reviewed regularly to ensure it remains effective and reflects the needs of the children, families, and staff within the setting.

Community Kids Pre-School and After School Club
Committed to providing a safe, respectful, and nurturing environment for every child.